SECTION G-H: APPLICATION CHECKLIST

ALL OF THE FOLLOWING AREAS NEED TO BE ADDRESSED AND FORMATTED IN THE ORDER SHOWN BELOW INCLUDING ALL COMPONENTS WITH HEADINGS AND SUBHEADINGS IN EACH DESIGNATED PART.

FORMAT (Make sure all parts of format sequence is followed in the correct order.)

☐ Is the application double-spaced, with one inch margins, the font no smaller than 11-point, printed on one side of 8 ½ x 11" paper, and securely stapled?

☐ Is the proposal written and assembled in the same order in which the sections are discussed in the application guide?

☐ Are the exact headings and subheadings used?

☐ Is each page consecutively numbered?

☐ Is the narrative portion of the proposal no more than 20 pages in length?

PART 1 - COVER PAGE (Application Headings and Subheadings are required in the writing format of the grant application)

☐ Is the Cover Page the top page of the proposal? (Do not include other covers or title pages.)

☐ Is the original copy of the proposal marked "original" in the upper right corner of the Cover Page?

☐ Does the total funding requested correspond to the totals listed on the budget summary?

☐ Is a response given for each unshaded box, if a single applicant?

If a consortium proposal as indicated in box #4 of the Cover page...

☐ Is a response given for each unshaded box without an asterisk and was the Cover Page addendum completed?

SIGNATURES

☐ Is the Statement of Assurances page signed by the primary applicant representative with an original signature in blue ink?

If a consortium proposal, as indicated in box #4 of the Cover page...

☐ Is the Consortia Partners Signature Page signed by an authorized representative of the board of *each* participating organization?

PART 2 - TABLE OF CONTENTS (<u>Use headings and subheadings and address all items</u>.)

☐ Is each page numbered consecutively, including all forms and budget pages?

☐ Are each of the major parts and subparts of the proposal listed in the order of format and in the table of contents along with the appropriate page number?

PART 3- ABSTRACT (All items addressed in designated format sequence.)

☐ Is the abstract provided and is it one page or less in length?

PART 4 - ABSOLUTE AND COMPETITIVE PRIORITIES (All items addressed in designated format sequence.)

☐ Is information provided on whether the applicant meets the absolute priority and one or all of the competitive priorities?

☐ Does the application data for the funding priorities match the data documented in the 2004-2005 Idaho Title I Eligible Schools Report as of January 31, 2005.

If serving more than one school building:

- ☐ Is the Cover Page Addendum completed?
- ☐ Do at least 50% of the school buildings to be served have a Title I schoolwide program or have at least 40% of their students who qualify to receive free or reduced-cost meals?
- ☐ If it is proposed that a school be served that does not have a Title I schoolwide program or have at least 40% of their students who qualify to receive free or reduced-cost meals, does the school meet some of the competitive funding priorities?

PART 5- NEED (All items addressed in designated format sequence.)

- ☐ Does the Need section narrative provide all of the documentation requested?
- ☐ Is data provided that supports the need statements?
- ☐ Are results of a community needs assessment provided?
- ☐ Is documentation provided of the lack of community services to address identified needs?
- ☐ Are at-risk factors identified and substantiated with data?
- ☐ Are academic needs and the need for academic support outside of the regular school day documented?
- ☐ Is a summary of how the project will improve student achievement and remedy identified risk factors provided?

PART 6 - PROJECT DESIGN (All items addressed in designated format sequence.)

6 - Required Components

- ☐ Are plans provided to achieve state licensure of the site(s) by the project start date?

6A - Plan of Operation Table

- ☐ Do the objectives focus on each of the three requested areas?
  - ☐ measurable student learning outcomes in 1 or more core academic areas
  - ☐ social benefits and positive behavioral changes
  - ☐ family and community involvement
- ☐ Is there an objective concerning program attendance and student participation?
- ☐ Are the objectives specific and measurable as indicated by including the four requested components?
  - ☐ who will be served
  - ☐ the behavior or target performance expected
  - ☐ conditions under which the behavior will be performed
  - ☐ degree or criterion of success
- ☐ Are annual expectations of progress for each objective provided?
- ☐ Are all seven components of the Plan of Operation Table provided?
  - ☐ objectives
  - ☐ annual expectation of progress
  - ☐ activities to achieve objectives
  - ☐ time frame for activities
  - ☐ personnel required
  - ☐ primary resources needed
  - ☐ primary evaluation strategies

6B - Plan of Operation Narrative

- ☐ Is documentation provided on whether or not a fee will be charged at each proposed site?
- ☐ Is a schedule of operation for each proposed site provided?
- ☐ Are the hours that services will be provided per site for year 1 provided?
- ☐ Is documentation provided that appropriate snacks/meals will be served?
- ☐ Was a description provided of how the activities are expected to improve student achievement and link to and support state learning standards and the school improvement plans of the school buildings served?
- ☐ Was a description provided of how the activities will meet the principles of effectiveness?
- ☐ Was a dissemination plan described?
- ☐ Was a transportation plan provided?
- ☐ Was scientifically-based research cited to provide evidence that project strategies are likely to attain the intended outcomes?

6C - Management Plan

Staffing

- ☐ Is staffing information provided?
- ☐ Does the proposal include a full-time director or is there an explanation of why this isn't necessary?
- ☐ Is the FTE provided for each staff member at each site?
- ☐ Is a plan for using paraprofessional and community volunteers provided?
- ☐ Are plans for initial and ongoing training of all staff members and volunteers provided?

Collaboration and Partnerships

- ☐ Was a description provided of how 21st CCLC funds will be used with other federal, state and local programs to achieve project outcomes?
- ☐ Were the types of contributions by each local partner summarized?
- ☐ Were in-kind or matching contributions substantiated by letters of commitment?
- ☐ Was evidence of prior experience or promise of success for each partner provided?
- ☐ Was a description of how the program was developed and will be carried out in active collaboration with the schools the students attend provided?
- ☐ Was a description of how you will collaborate with other agencies to provide services provided?
- ☐ Was a description of how input was/will be sought out from those affected by the project provided?
- ☐ If an advisory group is proposed, was a list of the members, the constituency they represent and a description of their role provided?

Sustainability

- ☐ Was a description of a preliminary plan for how the center will continue after grant funding ends provided?
- ☐ Were the investments that each partner will make after the grant funding ends described?

Equitable Access

- ☐ Was the plan for equitable access and participation provided?

☐ Was the plan for outreach and to eliminate barriers that could impede equitable access due to limited English proficiency described?

☐ Was the plan for outreach and to eliminate barriers that could impede equitable access due to students' need for specialized support described?

☐ Were the steps that will be taken to ensure equitable access for non-public school youth who meet the eligibility requirements described?

☐ Was the plan to provide literacy and related education development to families of children served by the program described.

Site Location
☐ Was the site location documented and described?

☐ Was a letter of commitment from the school principal or CBO director to document that the program will have access to needed space and resources provided in the Appendix?

☐ If proposing to provide services at a non-school site, was the additional information requested on page A-16 of the Application provided?

Fiscal Management
☐ Was the fiscal agent identified and their responsibilities listed?

☐ If other than a public school district or educational service unit, were the three additional informational items addressed?

    ☐ previous experience administering local, state, or federal grants of similar dollar

    ☐ value proven fiduciary responsibility as demonstrated through annual audits

    ☐ linkage with the school district(s) and the school site(s) to be served

PART 7 - EVALUATION (All items addressed in designated format sequence.)
☐ Were the plans for gathering data provided in the Idaho 21st CCLC Management System for evaluation described:

☐ Were yearly expectations for progress toward objectives provided?

☐ Were the plans for submitting annual outcome-based data for evaluation provided?

☐ Were the plans for submitting annual outcome-based data for positive behavioral changes provided?

☐ Were the plans described to ensure the school district and collaborating partners will share data required for evaluation?

☐ Were the plans for annual and summative dissemination of project progress/results to stakeholders and others provided?

PART 8 - ADEQUACY OF RESOURCES/BUDGET (All items addressed in designated format sequence.)

Part 8A - Adequacy of Resources
☐ Were the resources and personnel listed in the Plan of Operation Table?

☐ Was a description provided of how existing school(s) and other resources will be used to carry out project activities?

☐ Was the adequacy of the budget to meet staffing, staff development, program implementation, supplies, student transportation, program management and evaluation needs discussed?

☐ Was the per pupil cost formula shown/discussed and was justification for any request over the recommended guidelines provided?

☐ Was a sliding scale for services for which a fee will be charged provided?

☐ Was evidence of sufficient matching/in-kind funds in years 4 and 5 provided?

☐ Was ownership of property or equipment purchased with 21st CCLC grant monies discussed?

☐ If applicable, were all waivers pertaining to resources (e.g., exceeding restricted costs) provided in this section?

Part 8B - Budget Summary and Budget Justification

☐ Was the Budget Summary by Total Request (A-31) form completed?

☐ Was the Annual Budget Justification For Grant Funds Only (A-33) form completed?

☐ Was the Annual Budget Justification For In-kind/Matching Funds Only (A-35) form completed?

☐ Was the appropriate box on each budget form checked to designate the selected budget period which corresponds to Box 10 on the Cover Page?

☐ Does the final budget for grant funds requested include only allowable expenditures?

☐ Are all mandatory budget items budgeted either in grant funds or in-kind/matching contributions?

☐ Were the limits on restricted costs observed or was a waiver requested?

☐ Were rental rate comparisons provided for building rental costs, if applicable?

☐ Were the budget figures rounded to the nearest whole dollar on all forms?

☐ Has the internal math in the Annual Budget Justification, as well as the totals in the columns, been verified? Do the amounts match?

☐ If applicable, were the pre-printed numbers on the forms replaced with appropriate, consecutive page numbers?

PART 9 -CURRENT STATE 21st CCLC GRANTEES ONLY (All items addressed in designated format sequence.)

Only applicants who are current state funded 21st CCLC grantees should provide the following information.

☐ Were project goals, including student attendance and participation, provided?

☐ Was evidence provided of achievement of the project goals, including student attendance and participation since grant inception, based on the most recent state 21st CCLC annual yearly progress report data available?

☐ Was documentation provided of the extent to which project goals/objectives, including student attendance, were met year-to-date in the 2003-2004, 2004-2005 school year?

☐ If this section does not apply, is the Part 9 heading and the words "Not Applicable" written?

PART 10 -APPENDIX (All items addressed in designated format sequence.)

☐ Were letters of commitment provided?

SUBMITTING THE APPLICATION

☐ **ALL OF THE AREAS WERE ADDRESSED AND FORMATTED IN THE ORDER REQUESTED INCLUDING ALL COMPONENTS WITH HEADINGS AND SUBHEADINGS IN EACH DESIGNATED PART.**

☐ Was the proposal limited to the information requested?

☐ Am I prepared to send one original and four copies (for a total of five copies) of the entire application?

☐ Did I retain a copy of the proposal for my files? (No application materials will be returned.)

☐ Did I verify the mailing or hand/courier delivery instructions? (If the application will be sent through the U.S. mail, make sure it is postmarked by the U.S. Postal Service at the counter. A private meter mark is not acceptable proof of the date of mailing.) **Must be in our office** by 4 p.m., January 31, 2005.

NOTE: Applicants will not be notified of missing information or incorrect completion of application elements.